

# Enterprise Human Resources and Payroll



## #15 - *PROCESSING PCA (PHYSICIAN COMPARABILITY ALLOWANCE)*

**The first step in processing a PCA is to enter the Service Agreement data.**

- Home > Administer Workforce > Administer Workforce (USF) > Use 2 > Service Agreements.
- Be sure the Effective Date is before or equal to the current date and the End Date must be after the current date.
- Select the agreement type.
- The Service Date must be entered as it is used to calculate the Length of Service.

## ***#15 - PROCESSING PCA (PHYSICIAN CONTRACT AMOUNT)***

**The second step to processing a PCA is to enter the PCA amount.**

- Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing.
- Insert a row into the employee's record.
- Enter the Personnel Action specifics (effective date, action, reason, NOA, Authority, Remarks, etc).
- Click the Compensation Tab.
- Click the Other Pay Information Hyperlink.
- There are 7 specific PCA earnings code beginning with Z. These codes categorize the work of the physician for reporting purposes.
- ONLY SELECT ONE EARNINGS CODE FOR PCA.
- Enter the amount for that one earnings code.